

## 30/60/90 Day Check-in Interview Questions

The following are some examples of topic areas that may be beneficial to supervisors in determining if the onboarding process has been successful and how it could improve.

### 30-DAY MILESTONE (OR SOONER)

- 1) So far, is the job what you expected it to be? Are you feeling challenged by the position, or are you already feeling bored (are you being pushed out of your comfort zone so that you are learning new things or are you stagnating?)

- 2) Do you feel you have the information, tools, and resources you need to do your job successfully? Are you feeling welcomed by other unit staff?

- 3) Are you experiencing any challenges in particular that I can assist you with?

- 4) Are you feeling comfortable within the organization in general? Do you feel like you have a good understanding of your role within the organization?

- 5) Do you feel you are able to be productive and effective in your position? Can you discuss why or why not?

- 6) Is there any specific training that you feel you need to be successful?

- 7) How are things going with your trainer? Do you think the pairing is a good “fit” so far? Why or why not? Is there any way our mentoring process could be improved?

- 8) Do you feel you are receiving enough feedback and assistance from me? Are you finding the Onboarding Plan helpful in assisting you in meeting various milestones for the job?

### 60-DAY AND 90-DAY MILESTONES

- 1) What areas/tasks/projects are you enjoying the most within your position? Are there any new skills that you feel you have developed or strengthened? Are there any skills you would like the opportunity to develop more in the upcoming weeks and months?

- 2) What are some elements of the position you are *not* enjoying as much? Is this because you have not been given the proper tools or training to be successful, or because you simply do not prefer this kind of work in general?

- 3) How is your formal training going? Are there any areas where you feel you could benefit from additional training? So far, what training has been most effective/beneficial?

- 4) Do you have any preferences for how you would like to gain additional training and experience so you can be successful (formal classroom, hands-on, job shadowing)?